

## *The First Step*

### **How to Start a Local DECA Chapter**

In order for you to get your new DECA chapter started, there are a few things that you need to do to be recognized as an official DECA chapter. First, using the sample constitution provided in this section, create your own local constitution. Mail a typed copy of your constitution to Missouri DECA, P.O. Box 480, Jefferson City, MO 65102. You will then receive a Missouri DECA Charter and a current DECA Chapter Packet.

After receiving your charter and packet, fill out the DECA roster and collect DECA dues. The amount of the national and state dues can be obtained by contacting the Missouri State DECA Advisor. Chapter advisors and interested administrators and business leaders should participate as paid Professional Division members of DECA.

Mail the total amount of dues (national and state) to the Missouri DECA State Advisor by November 1. You will then be a legally chartered DECA chapter, ready for a great year of active participation!

## **Suggested Chapter Constitution**

### **Constitution of the (School Name) Chapter Missouri Association of the Distributive Education Clubs of America**

#### **Article I – Name**

Section 1. The official name of this organization shall be "(School Name) Chapter of the Missouri Association of Distributive Education Clubs of America" and may be referred to as "(School Name) DECA Chapter."

#### **Article II – Purposes**

Section 1. To assist our members in the growth and development of DECA.

Section 2. To develop a respect for education in marketing and management which will contribute to occupational competence.

Section 3. To promote understanding and appreciation for the responsibilities of citizenship in our free competitive enterprise system.

#### **Article III – Organization**

Section 1. The (School Name) DECA Chapter, Missouri State Association of Distributive Education Clubs of America, is an organization of students enrolled in Marketing Education or Cooperative Education classes.

#### **Article IV – Membership**

Section 1. The (School Name) DECA Chapter may be chartered a member of the Missouri State DECA Association upon approval of the Missouri State DECA Executive Committee.

Section 2. The classes of membership are:

High School Members: Shall be students enrolled in the school programs of Marketing Education or Cooperative Education. Members must pay dues, as established by Missouri State DECA and National DECA, and will be eligible to hold DECA offices, participate in DECA activities, serve as voting delegates, or to otherwise represent Missouri in National DECA affairs of the High School Division only as approved by Missouri State DECA.

Alumni Members: Shall be former students of Marketing Education or Cooperative Education and/or former members of DECA, as provided for by the Missouri State Association for membership in the Alumni Division.

Professional Members: Shall be persons associated with or participating in the professional development of DECA, as approved by the Missouri State Association of DECA. Such persons will pay dues, as established by the Missouri State Association, and may include such persons as Marketing Education and Cooperative Education teacher-coordinators, Marketing Education and Cooperative Education teacher-educators, Marketing Education and Cooperative Education supervisors, employers, parents of DECA members, advisory committee members, school administrators, teachers, and others willing to contribute to the growth and development of DECA.

Honorary Life Members: (School Name) DECA Chapter Honorary Life Membership may be extended to any individual making a contribution in the field of marketing and management or to a Missouri DECA Chapter, with the approval of the DECA Chapter Advisor.

## **Article V – Voting**

Section 1. (School Name) DECA Chapter members shall exercise franchise in Missouri State DECA through voting delegates, as may be approved by the Missouri State Association of DECA.

## **Article VI – Meetings**

Section 1. Regular meetings shall be held at least once each month during the school year.

Section 2. Parliamentary procedure of all meetings will be governed by Robert's Rules of Order, Newly Revised.

## **Article VII – Officers**

Section 1. The officers of the (School Name) DECA Chapter shall consist of a President, vice-president, Secretary, Treasurer, Reporter, and Parliamentarian, and each shall exercise the usual duties of the office to which he/she has been elected.

Section 2. The officers of the (School Name) DECA Chapter shall be nominated and elected by ballot at the first regular meeting of each school year. A majority vote of the high school members present shall be necessary to elect.

## **Article VIII – Advisors**

Section 1. The (School Name) DECA Chapter Advisor(s) shall be the Marketing Education or Cooperative Education teacher(s) of the (School Name) ME or COE program.

## **Article IX – Finances**

Section 1. (School Name) DECA Chapter will be responsible for state and national DECA dues, according to the number of individual members claimed in each membership classification, multiplied by the amount established for that classification.

Section 2. The (School Name) DECA Chapter Advisor shall be responsible for the DECA Chapter finances.

## **Article X – Emblem and Colors**

Section 1. The emblem of (School Name) DECA Chapter shall be a diamond-shaped design, as described and protected from infringement by Patent No. 663.265, as filed with the U.S. Patent Office. The wearing and use of this emblem will be governed by National DECA.

Section 2. The colors of the (School Name) DECA Chapter shall be blue and gold.

#### **Article XI – Amendments**

Section 1. To amend this constitution, the proposed amendments must be presented, in writing, by a DECA member to the President. The President will present the amendment to the membership, where it must be approved by a three-fourths majority vote for adoption.

#### **Article XII – Rules, Regulations, and Bylaws**

Section 1. Such rules, regulations, and bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations, or bylaws shall be adopted which are contrary to this constitution.

Section 3. In all meetings, Robert's Rules of Order, Newly Revised shall serve as standard procedure.